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A COMPARATIVE STUDY OF TEN MONTANA SCHOOLS
HOT LUNCH PRACTICES WITH RECOMMENDATIONS
FOR

THE EAST ELEMENTARY SCHOOL, LAUREL, MONTANA

by

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B. S. Dickinson State Teachers College
Dickinson, North Dakota, 1948


Presented in partial fulfillment of the requirements
for the degree of

Master of Education

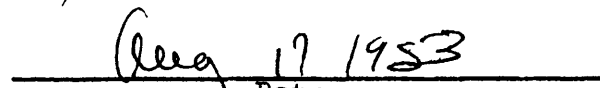
MONTANA STATE UNIVERSITY

1953

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CHAPTER I

INTRODUCTION AND SETTING OF THIS STUDY

During the summer of 1953, District Number 7 of Laurel, Montana, built a new elementary school which is identified in this paper as the East Elementary School. It was designed primarily for grades one to six and included a cafeteria for a hot lunch program. Also, a multi-purpose room was built adjoining the cafeteria to take care of any over flow.

The cafeteria was designed to accommodate the serving of between two hundred and three hundred and fifty persons. Space specifications were obtained from the office of the United States Department of Agriculture, Production and Marketing Administration, on the planning and equipping of school lunchrooms. The minimum space requirements for all the minimum kitchen facilities for serving 350 was found to be about 600 square feet, or a room 23 feet by 26 feet which amounts to 1.71 square feet per person served at one feeding. Space for additional facilities raised the area to 1,080 square feet.¹ Slightly larger dimensions were used. In the dining room, the space allowed was ten square feet for each person seated at one time. The dining area, thirty-two feet by forty feet, was estimated to seat

¹United States Department of Agriculture, Planning and Equipping School Lunchrooms, (Washington, D. C.: The Department, July 1948), p. 16.

approximately one hundred and twenty pupils at one time. The architectual planning considered the necessity of three scheduled "wave" feedings. Kitchens should be planned to serve from one-half to two-thirds of the student body; the dining room should seat approximately one-third of the students.²

Stoves, refrigeration units, utensils, disposal units, sanitation units, floor coverings, serving facilities, dining facilities needed to be selected. The supervision, organization, accounting, and operational phases needed to be planned.

Several conditions led to the establishment of a hot lunch program for the East Elementary School in Laurel, Montana. Many children came to school with little or no breakfast. Many ate their breakfast as early as five or six o'clock in the morning before catching buses and riding to school for distances up to fifteen miles. Before noon, many children were nearly exhausted. Their cold lunches were very inadequate. Laurel has many mothers who work to help support their families. As a result, the children ate cold lunches or were given a small sum to get their noon meals down town. They paid no attention to getting anything resembling a balanced meal. Their meals usually consisted of hamburgers and cokes. Thirdly, many children who went

²Ruth Heckler, "Planning and Equipping the School Lunchroom," The School Executive, pp. 55-56, July, 1952.

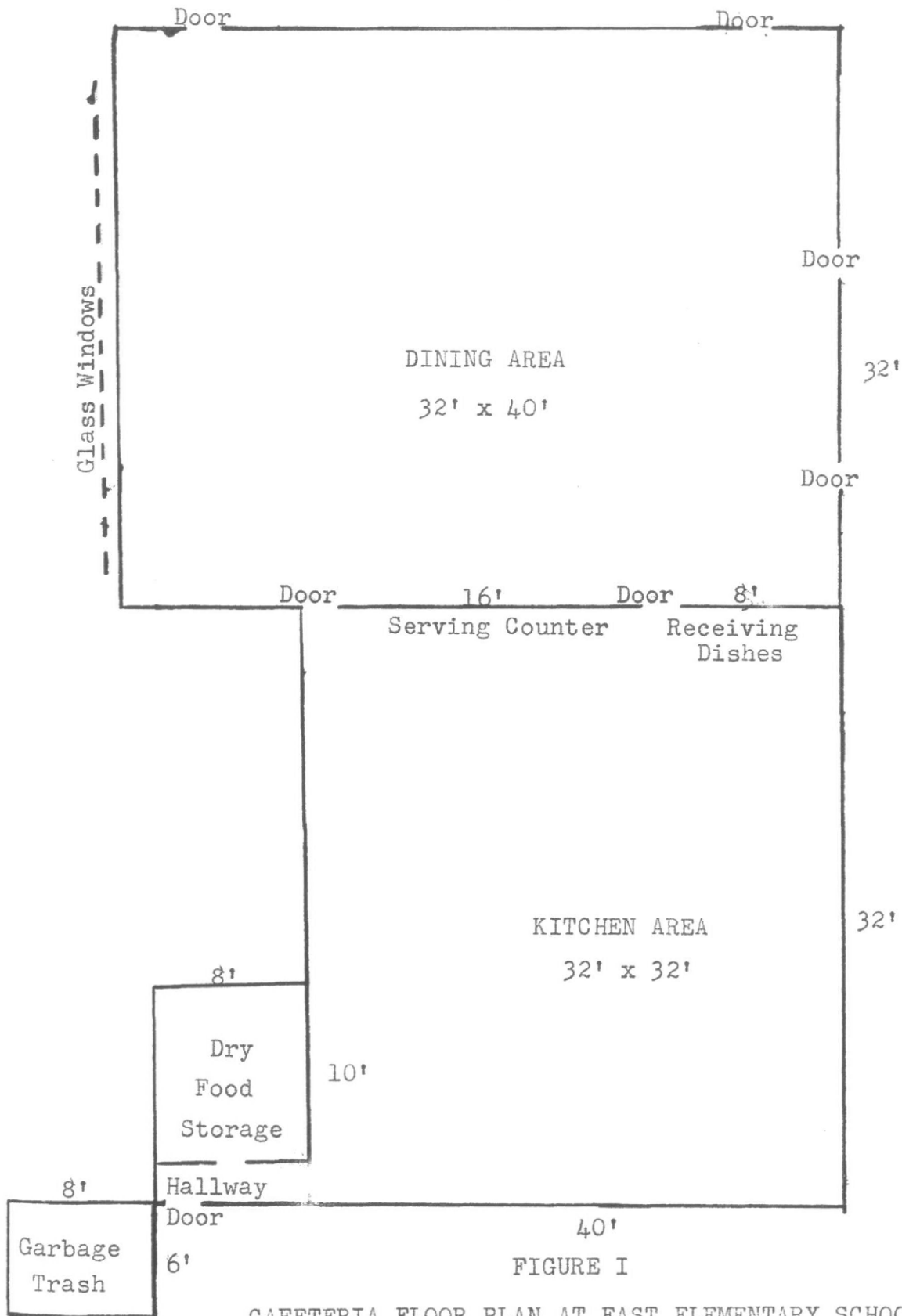


FIGURE I

CAFETERIA FLOOR PLAN AT EAST ELEMENTARY SCHOOL
OF LAUREL, MONTANA

home at noon did not have enough time to eat their lunch.

The school should provide an adequate lunch to every child and allow him sufficient time to eat it. The meals should contain the essential vitamins, and should serve to teach the child the principles of a balanced, wholesome diet.

The cost of the meal should be reasonable enough to meet the child's ability to pay. In cases of financial hardship, or where several children from the family cannot afford the cost, it can be charged to the general school fund. Extra items, either prepared or for resale, which contribute little to the nutritional value of the lunch, have no place in the program.

In addition to providing good food, the school lunch program should provide desirable educational and social experiences for the child. Under the teacher's supervision, the school cafeteria provides opportunities to improve eating habits, develop accepted social behavior and teach citizenship.

The school program offers an excellent opportunity for community and public relations as well. It is important that all involved; teacher, parents, children and community organizations, know the value of the program and its relation to the daily meals.³

I. THE PROBLEM

Statement of the problem. The purpose of this study was to develop plans for equipping, organizing, supervising and financing a hot lunch program for the East Elementary School, Laurel, Montana, based on a survey of ten Montana school hot lunch programs of comparable size and a study of related literature.

Assumptions and limitations. This survey included many of the hot lunch practices of ten schools, from

³Jessie W. Cogley, "The School Cafeteria," The School Executive, p. 133, September, 1951.

scattered sections of Montana. They were serving lunches to approximately the same number of children as were expected to be served in the East Elementary School. The assumption was that many of the problems of administration, supervision, accounting and operation would be similar.

The survey was only concerned with the administration, supervision, accounting, and operation of the hot lunch program. It was not concerned with the educational or social values of hot lunch programs.

Importance of the study. This study was to ascertain, analyze, and evaluate the practices used in hot lunch programs of ten schools of Montana. Certain minimum requirements need to be met if a hot lunch program receives government surplus, ward money and federal monies. With this in mind, a survey was made of ten schools with hot lunch programs. They were comparable as to the number anticipated, being served hot lunches, in the East Elementary School, Laurel, Montana. Many other problems of similar nature were expected to be encountered in the East Elementary School as were encountered and solved in the schools surveyed. After evaluating these programs, recommendations were made for instituting a hot lunch program in the East Elementary School, Laurel, Montana.

CHAPTER II

REVIEW OF THE LITERATURE

Value of Hot Lunches. The school lunch programs are becoming recognized as a part of regular school planning. The school lunch program is not just a feeding program. It is part of an over-all program to help children grow better in mind, body, and spirit. The program should develop stronger, finer citizens with a knowledge of better living and an understanding of others. The program is a part of a great plan, local, state, and national, to help build a better nation by having strong and healthy citizens.¹

Planning and Appraising School Lunchroom Lay-outs. In preparing and serving a school lunch, seven processes are involved: (1) receiving and storing food, (2) preliminary preparation, (3) preparation, (4) service, (5) dining, (6) dishwashing and housekeeping, and (7) managing. In addition, some provisions are necessary for the comfort and convenience of employees to insure sanitation.²

Certain minimum requirements have been established

¹United States Department of Agriculture, Handbook for Workers in School-Lunch Programs, (Washington, D. C.: The Department, August, 1943), pp. 1-2.

²Carl Payne, "Planning The School Lunchroom," The School Executive, p. 50, February, 1951.

by the United States Department of Agriculture, Production and Marketing Administration, for facilities needed for serving 250-350 persons. Table I shows the equipment needs, minimum requirements, and additions which may be desirable under certain conditions.

Godfrey and Short³ have done valuable work in studies of the specifications needed for a dining area, time taken to serve a given number, facilities needed to serve the given number, area of storage needed, and area of kitchen needed, as shown in Tables II, III, IV, and V.

Eighteen to twenty-four inches of linear table space should be allowed for each person. Recommended for schools are tables 36 inches square and oblong tables ranging in length from six to eight feet and in width from 30 to 36 inches. The National Bureau of Standards recommends tables of the following heights for school use: 20, 23, 26, and 29 inches; with chairs 11, 13, 15, and 17 inches respectively.⁴

School lunch programs require long-range planning. As beginning, minimum requirements can be met, improvements can be made from year to year if the original plan provides for expansion.⁵

³Rosalie S. Godfrey and Gladys Short, "Recommendations for Lunch-rooms," The School Executive, May, 1951, pp. 34-40.

⁴U. S. Department of Agriculture, Planning and Equipping School Lunchrooms, (Washington D. C.: The Department, July, 1948), p. 4.

⁵U. S. Department of Agriculture, Planning the School Lunch-Room, (Washington D. C.: The Department, 1946), p. 2.

TABLE I

MINIMUM FACILITIES REQUIRED FOR
SCHOOL SERVING 250 TO 350 PERSONS

EQUIPMENT NEEDS	MINIMUM REQUIREMENTS	ADDITIONS DESIRABLE UNDER CERTAIN CONDITIONS
Ranges, ovens		
Range	A 2-section heavy duty range with oven	
Oven	A small 2-3 deck oven	Large deck oven (if much baking is to be done)
Steam cooker		A small size, 2 compartments;
Steam-jacketed kettle		or A 20-25 gallon size
Sinks, etc.		
Vegetable preparation sink	Two compartments, each 24" x 20" x 12", with at least 1 drain board 30" x 20"	Another drain board (may be portable)
Cook's sink		One sink in cook's table, 15" x 15" x 9"
Pot sink		A 3-compartment sink for pot washing, 24" x 20" x 14" with drain board
Hand basin	One 15" x 12"	
Mop sink	One 24" x 20" x 14"	
Hose connection	Near platform	
Dish Machine	Single tank size with racks 20" x 20" and with prerinsing facilities (may be sink with force attachment)	A timing device attached to the machine
Refrigerators		
Refrigerator	60 cubic foot (82" x 33" to 35" x 74") Plus milk storage; or walk-in box 6' x 6'	

Source: U. S. Department of Agriculture, Planning and Equipping School Lunchroom, (Washington, D. C.: The Department, July, 1948), pp. 14-16.

TABLE I

MINIMUM FACILITIES REQUIRED FOR
SCHOOL SERVING 250 TO 350 PERSONS
(CONTINUED)

EQUIPMENT NEEDS	MINIMUM REQUIREMENTS	ADDITIONS DESIRABLE UNDER CERTAIN CONDITIONS
Ice cream cabinet		15-20 gallon capacity
Frozen food cabinet		And/or, as needed
Tables		
Receiving table	5' x 24", 28" high	Up to 6'
Pre-preparation of vegetables	4' x 24", 28" high if worker sits to prepare vegetables; 36" high, if worker stands	
Cook's table	6' x 30", 36" high	Up to 8'
Bakery table	3½ x 30", 36" high	Up to 5'
Salad and sandwich table	6' x 30", 36" high	Up to 7'
Soiled dish table	15 sq. ft. (8' x 30")	Up to 25 sq. ft.
Clean dish table	20 sq. ft. (6' x 30")	Up to 18 sq. ft.
Truck	One 30" x 22", 28" high, with 2 shelves	Up to 2 or 3
Counter, etc.	10' x 27" to 30"	Up to 15' which will make room for hot and cold units. May need a separate table for trays and silver and one for cashier's use
Tray and silver		Table or portable truck (if space is not provided on counter)

Source: U. S. Department of Agriculture, Planning and Equipping School Lunchroom, (Washington, D. C.: The Department, July, 1948), pp. 14-16.

TABLE I

MINIMUM FACILITIES REQUIRED FOR
SCHOOL SERVING 250 TO 350 PERSONS
(CONTINUED)

EQUIPMENT NEEDS	MINIMUM REQUIREMENTS	ADDITIONS DESIRABLE UNDER CERTAIN CONDITIONS
Tray rail	10' x 12" (if trays are used)	Up to 8-table drawers
Kitchen machines		
Mixer	Table model, 20 qts.	
Peeler	15 pounds	
Meat slicer		Small table model (electric)
Food cutter		Table model, 14" bowl
Cabinet base for mixer	Cabinet table 18" x 24", storage for attachments	Additional table space, if needed to hold machines
Storage		
Dish cabinets	Under counter, closed with sliding doors	Separate closed cabinet, up to 27 square feet
Pots and pans	Shelves under and above tables, pot hooks	Portable utensil and pan racks
Small equip- ment	Six table drawers	Up to 8-table drawers
Paper goods	Enclosed space apart from food, 4 ft. sq.	Separate cabinet
Dish racks	Shelf under dish table	
Soaps and cleaners	Enclosed separate space apart from food 10 ft. sq. (if soap is bought in barrels)	
Staple food supplies	Separate storage room 60 to 70 sq. ft. fitted with pins, shelves, cans on port- able platforms. At	Up to 120 square feet

Source: U. S. Department of Agriculture, Planning and
Equipping School Lunchroom, (Washington, D. C.: The Department,
July, 1948), pp. 14-16.

TABLE I

MINIMUM FACILITIES REQUIRED FOR
SCHOOL SERVING 250 TO 350 PERSONS
(CONTINUED)

EQUIPMENT NEEDS	MINIMUM REQUIREMENTS	ADDITIONS DESIRABLE UNDER CERTAIN CONDITIONS
	least 1 wire mesh bin for root vegetables	
Manager's desk		
Desk	30" x 27", with at least 1 file drawer	
Chair	2	
Stool	2	Up to 4
Rest rooms	Lavatory, toilet, and locker facilities to accommodate worker. (Provide if no rest room is near)	
Space Considera- tions	Minimum space for including all the minimum facilities for serving 350 will require about 600 square feet; or a room 23' x 26' which amounts to 1.71 square feet per person served. Ample space for including the additional facilities that might be desirable or necessary under certain conditions will raise this space to 1,080 square feet; or a room 30' x 36' which makes 3.1 square feet per person served, based on 350 persons. Dining room space averages 9 to 12 square feet for each person to be seated at one time.	

Source: U. S. Department of Agriculture, Planning and
Equipping School Lunchroom, (Washington, D. C.: The Department,
July, 1948), pp. 14-16.

TABLE II

SQUARE FEET NEEDED FOR SEATING AND FOOD PREPARATION, AND
APPROXIMATE NUMBER OF PUPILS WHO CAN BE SERVED AND EAT A
COMPLETE MEAL IN ONE, ONE AND A HALF, AND TWO HOUR PERIODS

CONTINUOUS SERVICE						INTERMITTENT SERVICE		
Length of Lunch Period	Total Number Seated at One Time	Area Needed For Seating	Number Served (one counter)	Area Needed For Kitchen	Total Area Kitchen And Dining Room	Number Served (one counter)	Area Needed For Kitchen	Total Kitchen and Dining Room
Hours	Number	Square feet	Number	Square feet	Square feet	Number	Square feet	Square feet
1	225	2,800	540	540	3,340	450	675	3,475
1 ½	225	2,800	900	900	2,700	675	675	3,475
2	225	2,800	1,260	1,260	4,060	900	900	3,700

(It is assumed that 12 pupils will pass the counter each minute, during the continuous service and 15 each minute during the intermittent service, and each will have a minimum of fifteen minutes in which to eat.)

Does not include service area

Source: Rosalie S. Godfrey and Gladys Short, "Recommendations for Lunchroom,"
School Executive, pp. 34-40, May, 1951.

TABLE III

SQUARE FEET NEEDED FOR SEATING AND FOOD PREPARATION,
AND APPROXIMATE NUMBER OF PUPILS WHO CAN BE SERVED
AND EAT A COMPLETE MEAL IN ONE, ONE AND A HALF, AND
TWO HOUR SERVING PERIODS, WHEN TWO COUNTERS ARE USED.

CONTINUOUS SERVICE						INTERMITTENT SERVICE		
Length of Lunch Period	Total Number Seated at One Time	Area Needed For Seating	Number Served (two counters)	Area Needed For Kitchen	Total Area Kitchen And Dining Room	Number Served (two counters)	Area Needed For Kitchen	Total Kitc hen and Din- ing Room
Hours	Number	Square feet	Number	Square feet	Square feet	Number	Square feet	Square feet
1	450	5,400	1,080	1,080	6,480	900	900	6,300
1 $\frac{1}{2}$	450	5,400	1,080	1,080	7,200	1,350	1,350	6,750
2	450	5,400	2,520	2,520	7,920	1,800	1,800	7,200

(It is assumed that 12 pupils will pass down the counter each minute, during the continous service and 15 each minute during the intermittent service, and that each will have a minimum of fifteen minutes in which to eat.)

Does not include service area.

Source: Rosalie S. Godfrey and Gladys Short, "Recommendations for Lunchroom," School Executive, pp. 34-40, May, 1951.

TABLE IV

APPROXIMATE AMOUNT OF SPACE NEEDED WHEN VARIOUS
SIZED GROUPS ARE SERVED AT ONE SEATING DURING ONE
THIRTY MINUTE LUNCH PERIOD

Total Served (one seating)	Dining Room Area (12 sq. ft. per person)	Space Allowed For Counter Or Counters	Area Per Person	Kitchen Total Area	Storage (approximate 1/6 of kitchen)	Total Area	Overall Approximate Area per Person
Number	Square feet	Square feet	Square feet	Square feet	Square feet	Square feet	Square feet
100	1,200	125 (1)	3	300	60	1,685	16.8
200	2,400	135 (1)	1½	300	75	2,910	14.5
300	3,600	250 (2)	1½	450	75	4,375	14.6
400	4,800	325 (3)	1½	600	100	5,825	14.6
600	7,200	450 (4)	1	600	100	8,350	13.9

(It is assumed that 15 pupils will pass down the counter each minute and that each will have a minimum of fifteen minutes in which to eat.)

Source: Rosalie S. Godfrey and Gladys Short, "Recommendations for Lunchroom," School Executive, pp. 34-40, May, 1951.

TABLE V

APPROXIMATE AMOUNT OF SPACE NEEDED WHEN VARIOUS
SIZED GROUPS ARE SERVED DURING TWO, THIRTY MINUTE
PERIODS AND HALF OF GROUP IS SEATED AT ONE TIME.

Total Served (two seatings)	Number Seated At One Time	Dining Room Area (12 sq. ft. per person)	Space Allowed For Counter Or Counters	Kitchen Total Area	Storage* (approximate 1/6 of kitchen)	Total Area	Overall Approximate Area per Person
Number	Number	Square feet	Square feet	Square feet	Square feet	Square feet	Square feet
100	50	600	125 (1)	300	60	1,085	10.08
200	100	1,200	125 (1)	300	75	1,700	8.5
300	150	1,800	125 (1)	450	75	2,450	8.2
400	200	2,400	135 (1)	600	100	3,255	8.1
600	300	3,700	250 (2)	700	100	4,850	7.6
800	400	4,800	350 (3)	800	125	6,050	7.5

(It is assumed that 15 pupils will pass down the counter each minute and that each will have a minimum of fifteen minutes in which to eat.)

*A larger storage space will be necessary if quantities of community or commercially canned products are to be stored.

Does not include miscellaneous areas. For square feet per person see Table I.

Source: Rosalie S. Godfrey and Gladys Short, "Recommendations for Lunchroom,"
School Executive, pp. 34-40, May, 1951.

In the suggestions that follow for planning and appraising school lunch lay-outs, regardless of size, provision is made for the working space and equipment needed in carrying on each of the seven processes. The suggestions are based on the following assumptions:

(1) that the school lunch is an accepted part of the school's administrative program; (2) that provision is made for a meal which meets the nutritional needs of the pupils; (3) that the lunch program provides food prepared and served under sanitary conditions and space in which it can be eaten under pleasurable conditions; (4) that the lunch is so organized that it is part of the total educational program; (5) that, although homemaking instruction and school lunch programs in every school should be cooperative, each program should be provided with its own space and facilities; (6) that the necessary space and equipment are provided and so arranged as to permit maximum efficiency; (7) that provision is made for space and organization for workers and diners which necessitates a minimum of crossing of paths and which permits work without confusion; (8) that provision is made for flow of both raw and prepared materials, (9) that equipment requirements are based on the type of lunch to be served, retention of maximum nutritive values, length of the serving period, number of eating shifts, local situation in regard to the total year's food supply, available markets, and delivery service; and (10) that the supervision of workers should be as efficient as possible.

In making state and local plans for a school lunch lay-out, the state and local public regulations as to safety, sanitation, and other factors must be met.

Income from the hot lunch program. School lunch program financing is different from other school financing. This is because the money necessary to operate the lunch program comes from different sources. Part is tax money from the general fund, and part is not tax money, but comes from the children in payment for lunches served, and from Federal funds disbursed through the State Department of Public Instruction. Because the funds come from these three widely different sources, it is necessary that the lunch program be budgeted for on both the General Fund Budget and the School Lunch Program Budget.⁶

If necessary, the salaries of school lunch personnel can be paid from Part I, the General Fund Budget. If wages are paid from the General Fund, then the program would be self-supporting and program income can be used for the purchase of food, some equipment and other miscellaneous items.⁷ Expenditures for equipment may be budgeted under capital outlay and the General Fund Budget.

Many people hold that Federal lunch subsidies and the distribution of surplus foods have been valuable assests in spreading planned and integrated food service throughout

⁶State Department of Public Instruction, School Lunch Fiscal Policies and Requirements (Helena, Montana: The Department, 1935), pp. 1-2.

⁷Ibid., p.2.

the schools of the United States. Other people have argued that the Federal lunch subsidy program smacks of paternalism, that it usurps the proper functions of state and local government, that it undermines home rule in public education, and that it is financially unsound and economically unwise.⁸

Sanitation and the hot lunch program. If the school lunch program is to be an important lesson in nutrition for all children, the lunches must be attractive and incapable of producing food-borne disease.⁹ Broadly defined, food sanitation is a combination of practices that are exercised to safe guard the individuals health; it includes four factors: (1) human being, (2) raw material, (3) methods used, and (4) the equipment.

All garbage, trash, and other waste material must be removed from the premises as frequently as may be necessary to prevent offensive odors, unsightliness or a health menace. Garbage, refuse, and liquid wastes resulting from the normal operation of a food or drink establishment should be properly disposed of so as not to become a nuisance or a public health menace.¹⁰

Administration the key to quality. According to

⁸Hanson, op. cit., p. 19.

⁹James Lieberman, "A Sanitation Program for School Lunch-room," The School Executive, pp. 95-97. August, 1951.

¹⁰Montana State Board of Health, Sanitary Code, Eating and Drinking Establishments, (Helena, Montana: The Department, 1951), pp. 16-17.

Cogley:¹¹

1. Responsibility for administration, operation, and supervision of the cafeteria should be vested in education authorities who are responsible for all phases of the school program.

2. Cafeteria personnel are employed on the same basis as other school personnel, and they should be trained for duties they are expected to perform.

3. Finance facilities, records, and good personnel to a large extent determine the quality of the program.

4. Cost of administration, space, and equipment should be borne by the general fund. Financial aid from Federal and state sources under the National School Act helps the local program. Surplus food distributed by the U. S. Department of Agriculture cuts the cost of food considerably.

5. Efficient operation, sound and sanitary practices should be of paramount consideration.

6. Adequate records which show a complete picture of its operation should be available. Records include supplies, food, equipment, number served, personnel, income, and expenditures.

7. Supervision by teachers should be one of their responsibilities.

8. Evaluate the program from time to time.

Responsibilities for organizing and managing the school lunch program. One person alone cannot make the school lunch program a success. It takes many people working together to create a good lunch program: school administrators, teachers, local organizations, volunteers, and the entire community. Each has a special kind of job to do. Each should understand the responsibilities of all others in the program. Jointly,

¹¹Cogley, op. cit., p. 4.

they can make the school lunch truly educational.¹²

The volunteer. The volunteer is very important in many hot lunch programs. In some, he is vested with complete responsibility for the program. In case there are a number of volunteers working on the same program, it is advisable to have one designated as the supervisor and others as helpers.

A volunteer should remember when undertaking these assignments that he becomes a member of the school family. As such he undertakes certain obligations to it. He should:

1. Report regularly and continuously.
2. Notify the school and find a substitute when he cannot go himself.
3. Keep the same standards of work as those expected to be kept by paid workers.
4. Willingly accept supervision and direction from those in charge.
5. Talk with the school administrator and the lunch-room manager about the progress of the school lunch program and offer suggestions for its improvement.
6. Talk with the school administrator and the lunch-room manager, not with the people outside the school, about problems that arise about which he may be concerned.
7. Report any problems concerning pupils to the teacher in charge.¹³

The volunteer should be made to feel that he is

¹³United States Department of Agriculture, Handbook for Workers in School-lunch Program, (Washington, D. C.: The Department, August, 1943), p. 4.

¹⁴United States Department of Agriculture, Handbook for Workers in School-lunch Program, op. cit., p. 18.

making many valuable contributions to the success of the program. This may be brought about when he understands his responsibilities and those of others concerned with the program. He wants to know what can be expected of the community, the school administration, the lunchroom manager, and the teachers; in this way he can see his own job more clearly.

The community school lunch-committee. Many communities have set up what is known as the community school lunch-committee. These are people interested in the school lunch program. All local organizations such as parent-teachers associations, fraternal orders, professional clubs, and others should be represented on this committee. Any civic group that is concerned with the health of the child should be represented on the committee. It may also include all personnel indirectly concerned, such as, school supervisor, teacher, school lunch supervisor or manager, volunteers helping with the lunch program.

This community school lunch-committee may be formed by the school or group in the community. When it is started by some person or group outside the school, the school administrator should be among the first to be invited to become a member.

This community school lunch-committee is purely advisory. It has no power to administer or operate the school lunch. Such a membership committee may assist by:

1. Helping to obtain space and equipment needed for preparing and serving the lunch.
2. Securing food, money, or equipment.
3. Planning ways to produce food for the lunch through a garden program.
4. Planning ways of conserving food for the lunch by canning, drying, "krauting," freezing, and storing.
5. Finding volunteer workers.
6. Arranging for the training of volunteers.
7. Keeping the public informed concerning the program through the press, club programs, exhibits, and civic meetings.
8. Providing for any special services that members are able to give. For example, members with professional training or experience may be able to offer counsel on the selection and arrangement of equipment; others may be able to give their services in training volunteers.
9. Recommending the policy to be followed in regard to whether or not resale goods, such as soft drinks, candy, potato chips, pastries, pretzels, and cakes, will be offered for sale to school children.¹⁴

The school administrator. The school administrator is responsible for everything in his school; therefore, he is chiefly responsible for all phases of the school lunch. Sometimes he directs the program personally; more often he asks one of the teachers, a paid lunchroom manager, or a volunteer to do it for him.

The school administrator is responsible for:

1. Fitting the lunch into the total school program.
2. Setting up a budget and keeping accounts.
3. Providing space for preparation, serving, storage.

¹⁴United States Department of Agriculture, Handbook for Workers in School-lunch Program, op. cit., p. 19.

4. Providing equipment.
5. Making arrangements for obtaining food.
6. Making sure that all pupils have an adequate lunch.
7. Arranging the schedule so that there is time for toileting and hand washing before lunch, and for pupils to eat the meal comfortably.
8. Arranging the kind of schedule that will allow time for all teachers to share in the school lunch program.
9. Arranging the schedule so that the lunch becomes a part of the regular program of the teacher in charge, and not an extra burden.
10. Providing safe and sanitary conditions for pupils and workers by:
 - (a) informing workers of Federal and state laws and local ordinances dealing with food service and making sure that all regulations are observed.
 - (b) making certain that all food is safe and clean.
 - (c) having the water supply tested by the health department.
 - (d) complying with local regulations for the sale and serving of milk.
 - (e) making sure that all workers, paid and volunteer, comply with local regulations concerning health examinations for food handlers.
 - (f) making arrangements for adequate and convenient toilets and hand washing facilities for pupils and workers.
 - (g) providing fire protection.
 - (h) eliminating accident hazards such as loose floor boards, worn floor covering, dark stairways, and unsafe installation of equipment.¹⁵

¹⁵United States Department of Agriculture, Handbook for Workers in School-lunch Program, op. cit., p. 21.

The supervising teacher or lunchroom manager. The supervising teacher or lunchroom manager is directly in charge of the school lunchroom. He is usually asked to take over duties which the school administrator designates. The responsibilities of the lunchroom manager will vary with the size and type of school. Usually he: (1) makes out a budget; (2) plans the arrangement and decorating of the rooms used for preparing and serving the lunch; (3) plans the menus; (4) plans the work schedules; (5) handles the money and keeps the accounts; (6) plans ways of helping pupils to select well-balanced lunches.

The classroom teacher. The classroom teacher should play a very vital part in the hot lunch program. She should work closely with the person in charge of the lunch program to find ways of using the lunch as a learning experience. She does this by means of helping them to learn what balanced diets are, proper etiquette, menu planning, sanitation, marketing, and other valuable helps.

Lunch program organization in other schools. The organization in Elizabeth, New Jersey, provides for committee control. The general committee determines general policies for all the cafeterias, and the local committee serves the same function for the individual school. Special responsibilities are given to certain individuals. Lunch rooms open and close at the discretion of the principals of the schools. A second regulation provides that the supervisor and dietitian shall fix the selling prices in each school, engage help and fix

wages subject to the approval of the principal. The responsibility of this organization to the superintendent of schools is clear and satisfactory. It provides a trained director of school lunches and a dietitian for each school. Trained management is also a safeguard for a quality of service which would be acceptable. An accounting system has been set up under the direction of an instructor of the high school commercial department. This accounts for both cash and supplies. The responsibility and authority of the principal is expressly stated. There is nothing in the cafeteria control which would prevent the cooperation of the cafeteria management with the other members of the staff in health, complaints, instruction in food selection, student leadership, and other educational undertakings. The director of school lunches is also the supervisor of household arts making possible a close cooperation with that especially helpful department. Students in the commercial department are given the benefit of a practical situation in the keeping of the cafeteria accounts.

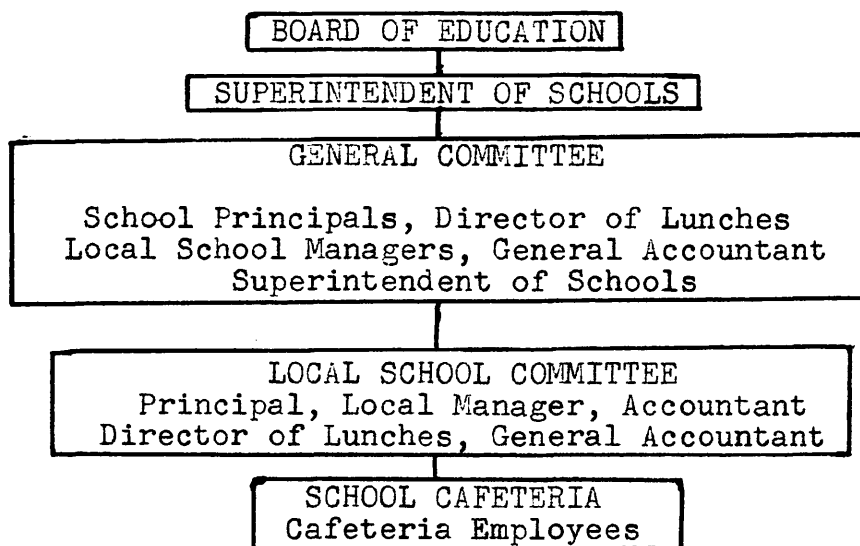
The organization of the control of the high school cafeterias in Des Moines, Iowa, is an illustration of unit control. The line of responsibility to the superintendent of schools and the board of education is direct, but there is no centralization of the cafeteria control for the city. Each cafeteria is directly under the control of the principal of the school. What uniformity is secured is the result of the conference of managers and principals or regulations from

the office of the superintendent. The supervisors of household arts may advise with respect to the type of food sold, but she has no managerial control. The principal is in a position of control, for he selects both the lunch room manager and the manager of domestic accounts. The lunch room manager may be either a domestic science teacher or an untrained woman with practical experience. In the latter case it is unlikely that there will be trained supervision of the menu and food selection of the students, as the supervisor of household arts is not directly responsible for this supervision.

There is an excellent opportunity to coordinate here the activities of the lunch room with the other educational agencies of the school when the cafeteria is so directly under the responsibility of the principal.¹⁶

¹⁶W. S. Ford, Administrative Problems of the High School Cafeteria, (New York City: Bureau of Publications, Teachers College, Columbia University, 1926), p. 64.

ELIZABETH



DES MOINES

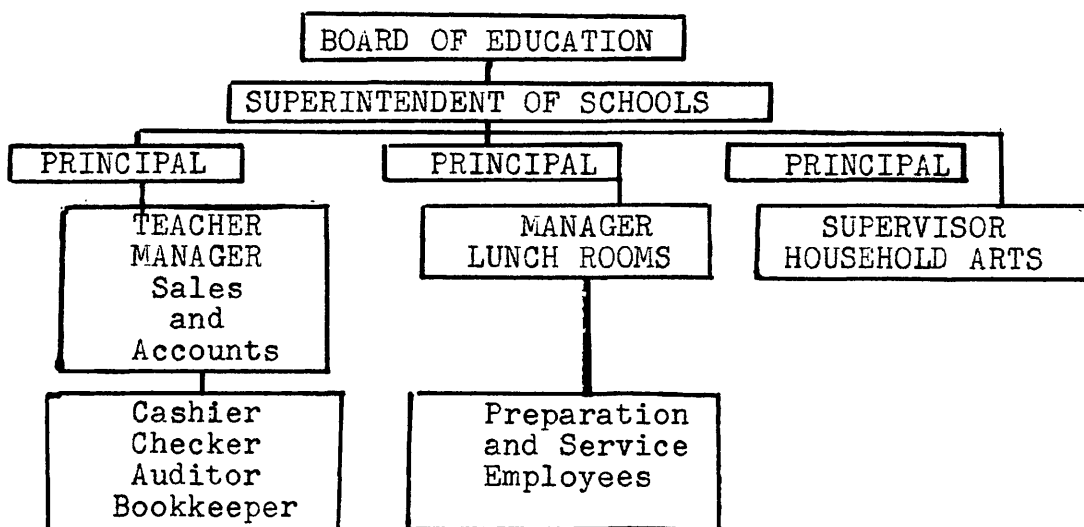


FIGURE 2

ORGANIZATION OF CAFETERIA CONTROL IN ELIZABETH, N. J. AND
DES MOINES, IOWA

W. S. Ford, Administrative Problems of the High School Cafeteria, (New York City: Bureau of Publications, Teachers College, Columbia University, 1926), p. 64

CHAPTER III

SURVEY OF OTHER HOT LUNCH PROGRAMS

In interviewing the supervisors of the ten schools selected, an interview guide was used. The guide appears in the Appendix. Table VI indicates that the number of pupils served was comparable to the number expected to be served in the East Elementary School, Laurel, Montana. Two lunchrooms were visited and specifications, plans, and details checked with the persons interviewed.

TABLE VI

SUPERVISOR, LOCATION, AND NUMBER SERVED IN TEN HOT
LUNCH PROGRAMS IN MONTANA SCHOOLS

Name	Supervisor	Number Served
1. Lockwood, Billings	Marvin Klampe	210
2. Ronan	H. D. Dalke	400
3. Crow Agency	Robert Morin	202
4. Malta	Robert Berge	350
5. Stevensville	Harry Tamplin	300
6. Forsyth	Emile Perey	230
7. Polson	Francis Bartlett	550
8. Sunburst	Duane Taft	150
9. Charlo	E. B. McCurdy	175
10. Belgrade	Duane Peterson	200

Kind and type of hot lunch programs. The ten schools surveyed operated hot lunch programs serving Class A meals with milk. These programs were subsidized by the Federal government and disbursement made by the state lunch department at the rate of five cents per meal served children in school. They were not compensated for adult meals.

Cafeteria cooks or helpers gave out portions of the main foods at the head of the serving line. The pupils were restricted to one bottle of milk and balanced portions of other foods.

Seven schools served their meals in a cafeteria and three had multi-purpose rooms. The three schools that operated hot lunch programs using multi-purpose rooms stated they proved satisfactory; the one objection was the constant clearing of the room of all dining facilities. For that reason, the three supervisors in these schools preferred cafeterias.

All ten supervisors stated that the government supplies were commendable. Their schools received such items as powdered milk, peanut butter, cheese, turkeys, dry beans, honey, pork shoulders, canned peaches, pears, etc. These commodities were not regularly available throughout the year. The cost to the schools was the transportation from Helena, Montana.

In order for a school to participate in this phase of the program, the schools were immediately sent "Notice of Allocation" indicating the approximate amount of the commodity

to which each school was entitled. The school could accept the full amount or could take as much as it desired.

The school board was required to sign an agreement with the State Department of Public Instruction before the school could receive these commodities; agreements were executed only with no profit school lunch programs.

The agreement required that the recipient agency accept commodities only in such quantities as could be efficiently utilized. The commodities received were to be used only in the school lunch program and could not be sold or traded; such commodities were to be used in addition to and not in substitution for commodities normally purchased. Facilities were required for proper storage. No discrimination, or segregation, between non-paying and paying children was allowed. Containers received with commodities, if they had any value, were to be disposed of in accordance with the instructions of the state agency. Pasteboard cartons could be destroyed, but potato sacks, burlap containers, and the like should be sold, and the money so derived used to help defray the cost of transportation of the commodities. Records should be kept of the amount of commodities and the time they were received. Each month, commodities on hand must be counted. A daily record of all lunches served to children must be kept. The agreement must be signed by an authorized representative of the sponsor and by the State Superintendent of Public Instruction.

As noted above, in order to participate in the Federal government subsidized program, all children must be

served who desire to be served. Children that are financially incapable of paying cannot be refused. The ten schools surveyed were all participating schools.

Equipment. The ten supervisors of hot lunch programs surveyed were asked questions about the most important items of equipment. Five supervisors reported that their schools' kitchens had heavy duty gas ranges, each with a small three-deck oven. Three schools had electric commercial types with ovens. Two used domestic stoves burning propane. The users of commercial electric and domestic types preferred the commercial heavy duty gas ranges to the ones they have.

All supervisors agreed that ample refrigeration and proper storage was a must in their hot lunch program. Varied methods were used to take care of commodities. Three had commercial refrigerators ranging from 11 cubic feet to 15 cubic feet. Four used domestic refrigerators and locker space in plants near the school. Three had walk-in refrigerators with milk storage approximating 36 cubic feet. Seven preferred this type of facility.

Large facilities for preparing the food were of various types. Seven schools used steam cookers. Four used the pressure type variety of steam jacket kettle. None had ice cream cabinets but six had frozen food cabinets or deep freezers. Nine had mixers ranging from the domestic type of four quart capacity to the commercial type of twenty-four quarts. Three schools used a peeler, one had a meat slicer, and nine schools had food cutters. Two schools had dishwashers

and the others showed their preference for one, if available funds permitted. The supervisors advised that one be selected to fit the job demanded of it. As noted, the type of equipment depended on available funds and the multiplicity of jobs demanded of the equipment. The supervisors stated that the value of equipment to the hot lunch program depended on how many times it was used and the number of jobs the equipment could do.

Type of serving and facilities. Serving was done in three ways: (1) counter to pick up food on plates; (2) tray rail along with trays so that pupils may slide their trays with the dishes; (3) family style, partially or entirely, where the tables are set and food placed in bowls to be served. Ten schools used the counter with five having a tray rail attached. Four supervisors preferred having grades one to three served family style. This was either done by the helper or by the supervising teachers. Some supervisors said that these particular pupils were too small to carry their plates, and caused much spilling of food and dish breakage.

Dining facilities. The dining tables and chairs varied from the collapsible table and chair to the upright tables and benches. If the dining room was used for a multi-purpose room, collapsible tables and chairs were definitely preferred. The survey revealed that tables seating eight persons were considered very desirable. According to the supervisors, the type of tables used will

depend on the number seated and the method of serving. When trays are used, table space should be sufficient to provide for them. Tables and chairs should vary with the size of the children to allow them to be comfortable when seated.

The table tops recommended were hardwood, linoleum, tempered pressed wood and plastics with proper edging to allow for easy cleaning.

Eight schools had the kitchens separated from the dining areas. This was preferred because it cut down on interference from the line being served. A main serving aisle of at least 3 feet was provided for serving. Entrances and exits were arranged in eight of the schools to prevent interference with the line being served.

Methods of garbage disposal. The ten schools used a daily pick up of all wet garbage, and had an incinerator to burn all dry garbage. In this, schools must comply with state and local regulations. The disposal of liquid wastes varied somewhat depending on the type of sewers. They can be disposed of very easily through sink drains and floor drains with proper traps constructed to minimize clogging.

Floors and floor covering. According to the supervisors, a reinforced concrete slab with a ventilated area below is the most satisfactory basic structure for lunchroom floors, especially in the kitchen and work areas. Wood, rubber tile, or linoleum coverings are not satisfactory on a concrete slab unless there is air circulation below the slab. It is

common practice to use wood-joist floor construction in the smaller one-story school house; when used, the space below should be well ventilated. The best floor covering for wood-joist construction is hardwood, but asphalt tile or linoleum is reasonably satisfactory if properly laid over smooth wood floors. Masonry floor coverings such as terrazzo, quarry tile, and especially hardened and colored cement are durable and sanitary if laid on concrete slabs, whether vented or not. Slipperiness can be overcome by the use of abrasive materials in the surface.

Conditions vary so widely that no general recommendations will suffice in all cases. This will be noted in the results of the study about floors in the survey of ten schools with hot lunch programs. The dining areas of two schools used asphalt tile; two used colored concrete; five had hardwood; one had quarry tile. The kitchen areas were as follows: one had quarry tile; six had grease-resistant asphalt; one had hardwood; two had colored concrete.

According to the supervisors, cement and masonry floor coverings are unsatisfactory for dining areas, and soft flat-grain wood floors are unsatisfactory for any school area.

Organization and supervision. All of the ten schools used the staggered meal schedule. This was to avoid confusion and because of limited space in their dining rooms. All supervisors believed that the child should have and take at least fifteen minutes to eat. The first wave started with the first grades and every ten minutes another group

was served.

The survey showed that in the primary grades, teachers were required to eat with and supervise their groups. They assisted in the serving since this group was fed family style. Teachers on scheduled noon hour duty were required to supervise their groups, and in many cases, asked to eat with them. This seemed to contribute to a wholesome, friendly situation.

The ten schools surveyed had the following organizational setup: (1) the sponsoring body of all Montana Hot Lunch Programs must be the school board; (2) the superintendent is the overall administrative head responsible to the school board; (3) the accounting clerk takes care of all finances, correspondences and records; (4) supervising and coordinating of workers were the chief responsibilities of the school principal; (5) the cafeteria manager, usually the head cook, made out menus, helped prepare food, and aided in all ways toward an efficient operation of the program; and (6) cafeteria employees were directly responsible to the cafeteria manager and were directed in their jobs by her.

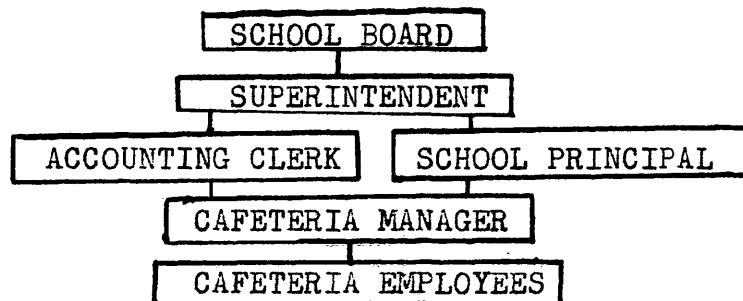


FIGURE 3

ORGANIZATION OF CAFETERIA CONTROL IN SCHOOLS
SURVEYED IN MONTANA

Income from the hot lunch program. The survey showed that the charge per meal per child ranged from 15 cents to 25 cents. Twenty-five cents was the charge in the majority of the schools. Adults and faculty were charged from 15 cents to 50 cents per meal. Twenty-five cents was charged in the majority of the cases.

Of the schools surveyed, only three used the general fund to pay any of their lunch expenses other than equipment. The rest said the hot lunch program operated efficiently on the Federal subsidy, charge per meal, and Federal commodities that were received.

Federal aid received by the schools for the year 1952-1953 was five cents per Class A meal with milk. This is not a constant figure, but may vary as it is an allocation from the Federal government distributed by the state office. This may vary according to the number of hot lunch programs and amount allocated by the Federal government. None of the schools received outright monetary donations.

Salaries of cooks and helpers. The majority of the ten schools surveyed needed a total of three salaried employees in the kitchen. One was usually designated as the head cook and the others as helpers. The salaries paid by the various schools ranged from one hundred dollars to two hundred and fifty dollars a month. The helpers were usually paid less. Some schools used student help for dishwashing, serving, or clearing dishes. They were usually paid by being given a free meal. Some schools paid them,

usually about 50 cents an hour. The curriculum supervisor of the building in all cases served as the supervisor for the hot lunch program without any additional pay.

Some children unable to pay for their meals were given jobs which took care of the cost. For others unable to pay, the administration listed the meals as free and absorbed the cost. No one can be refused a meal if the program is subsidized by the Federal government.

Accounting and required records. The first step for instituting a hot lunch program is to make an application for this program through the state. The department to be contacted is the State Department of Public Instruction. Approval granted, the Trustees of the School District then make an agreement with the State Department of Public Instruction. The third record is a monthly form that must be sent to the State Lunch Department not later than the 15th of the month following the month being reported. Claims received after the 15th will not be paid. Claims must also be on a calendar month basis, not on a school month.

If a hot lunch program intends to receive surplus commodities, an agreement must be made between the State Department of Public Instruction, acting as distributing agency, and school lunch sponsors, acting as the receipting agency. This is a separate agreement and need not be made unless mutually agreed upon.

The State Lunch Department supplies forms to keep a

daily record of meals served, but these are not mandatory. Schools have used other forms which they said simplified and made reporting easier in their particular case.

A system of accounting worked out by the supervisor of the Polson Hot Lunch Program appeared to have many merits. To simplify accounting, each teacher reported the children eating meals for the day. This was done shortly after school started in the morning. The teacher was also asked to keep a daily record of names of pupils, government contract, tribal contract, and free meals; and also to take care of money paid for the meals. At the end of the week, a Weekly Lunch Summary Report was made. This report was given to the accounting supervisor for his use in completing the monthly report required of him. This method does ask the teachers to do an additional duty, but it does simplify matters. Forms used in this procedure are found in the Appendix.

Many procedures need to be modified to meet the situations present in any one school. One procedure which works out well for one school might not necessarily be the best for another school. However, the best method is the one that does the job as quickly, easily, accurately, and efficiently as possible.

CHAPTER IV

SUMMARY OF FINDINGS

The most important finding was a definite trend toward making the hot lunch program a definite part of the child's everyday living and of the school planning.

The ten schools surveyed indicated that the best meal to serve was a Class A meal with milk. This enabled them to be subsidized by the Federal government and to participate in the distribution of government surplus from the United States Department of Agriculture. The supervisors stated that this best served the needs of their particular schools. They were conscious of the fact that a well-balanced nutritive meal was the answer to many poor health conditions existing in their schools. The supervisors said that the reasons for the success of their hot lunch programs were good cooks, efficient help, and good organization.

Equipment used varied somewhat in the schools surveyed, but the concensus was that it is best to plan a long range program beginning with the minimum facilities and buying gradually additional equipment as needed. Many of the machines cost a great deal of money and therefore should be carefully selected to meet the multiplicity of jobs expected of them. As was indicated by responses,

refrigeration and storage are very important features that cannot be overlooked. Refrigeration should be located for convenience and accessibility. Good wholesome foods require good refrigeration.

Stoves of the commercial variety, two section heavy duty with oven, were preferred for this size of hot lunch program. Large items of kitchen equipment necessary in operating a hot lunch program are: mixer, preferably a twenty quart size; potato peeler; meat slicer; fume fans if gas stoves are used; and regulation pots and pans. Two schools had dishwashers and said these were essential for good sanitation. One other supervisor said he planned to buy a dishwasher. Dishwashers cost a great deal of money and should be selected carefully. Steel sinks, salad and counter tables must be selected to fit the space provided for them.

The opinions of most supervisors indicated that grades one to three could best be served family style. Grades five to twelve were capable of getting their food cafeteria style.

Garbage disposal was satisfactorily handled by a daily pick-up for wet garbage and burning the dry garbage. This met the sanitary requirements of the city and state.

The dining unit completely separated from kitchen was preferred. The exits should be placed where no interference will be encountered between the line being served and the one leaving. Collapsible tables and chairs for the dining

area are best for convenience, comfort, and acceptable behavior.

The classroom teacher should be made to feel that she has a vital role in supervising groups entrusted to her. She was asked to supervise her own groups in the first to the third grades. Other groups needing less attention were alternately supervised by scheduled teachers. The staggered lunch hour was necessary because of size of dining area. It also seemed more conducive to wholesome behavior to serve groups in certain age levels.

In promoting better sanitation and cleanliness, asphalt tile floors for kitchens were preferred. Dining area floors varied a great deal in composition, but hardwood proved satisfactory.

The charges for meals per child varied from 15 cents to 25 cents. This depended on whether the controlling body, the school board, and the administration preferred to have it self sustaining or budgeted more money from the general fund.

Surplus commodities were commendable and anyone setting up a hot lunch program should take advantage of this outlet.

Salaries of cooks and helpers varied from one hundred to two hundred and fifty dollars. This was accounted for because of the number of duties required of them and the time on duty. A hot lunch program serving between two hundred and fifty and three hundred and fifty should have at least a head cook and two helpers. Other help may be

secured from the student body.

The procedures for initiating and accounting for the hot lunch program are: (1) make application to the State Department of Public Instruction; (2) if accepted, agreement signed between sponsor and State Department of Public Instruction; and (3) monthly form LP6 must be sent to the State Department at the end of each calendar month.¹

Recommendations. On the basis of the survey and review of related literature the following are recommended for the East Elementary School, Laurel, Montana:

1. The sponsor and supervisor must be thoroughly acquainted with the steps necessary in filing application for a hot lunch program and in making agreements with the State Department of Public Instruction.
2. The Class A meal with milk should be served.
3. Two commercial two-section heavy duty stoves with oven are recommended.
4. The kitchen should be equipped with at least a twenty quart mixer, a food slicer, at least a fifteen pound capacity peeler, and steam kettles.
5. A dishwasher is recommended and if possible should be obtained.
6. The following preparation tables are necessary:
 - a. receiving table, 5' x 24", 28" high
 - b. pre-preparation of vegetable table, 4' x 24", 28" high

¹See Appendix B.

- c. cook's table, 6' x 30", 36" high
- d. bakery table, 3½' x 30", 36" high
- e. salad and sandwich table, 6' x 30", 37" high
- f. soiled dish table, 20 square feet
- g. clean dish table, 15 square feet

7. Vegetable preparation sink with two compartments, each 24" x 20" x 12" with at least 1 drain board 30" x 20".

8. Refrigeration facilities of 60 cubic feet plus milk storage, which would include an additional 36 cubic feet.

9. Floor drains with wire screens to minimize clogging should be provided in the kitchen area.

10. A reinforced concrete slab with a ventilated area below is recommended for both kitchen and dining area.

11. Serving counter should be 10' long 27" wide with tray rail attached that should be 12" wide.

12. Separate storage room, 60 to 70 square feet fitted with bins, shelves, and with at least one wire mesh bin for root vegetables.

13. Equip the dining area with collapsible tables and chairs.

14. Provide a separate entrance and exit to the dining area.

15. Use the family type method of serving for grades one to three.

16. Use the cafeteria style method of serving for grades four through twelve.

17. Grades one to three should be supervised by their own teachers. Other grades must be supervised but this can be done by the teacher scheduled for that day.

18. Teachers are requested to report each pupil eating each day, and keep a weekly record of pupils eating and money collected for meals. They in turn furnish a complete record with money collected each week to the cashier of the hot lunch program.

19. The accounting clerk is responsible for receiving information necessary to complete monthly forms, agreements, and correspondence with the agencies dealing with the hot lunch program.

20. Utensils, dishes, small tools and cleansers are best selected by the cooks, cafeteria manager and helpers.

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APPENDIX

APPENDIX A

THE INTERVIEW QUESTIONNAIRE FOR
A COMPARATIVE STUDY OF TEN MONTANA SCHOOLS
HOT LUNCH PRACTICES WITH RECOMMENDATIONS FOR SUCH
A PROGRAM IN THE EAST ELEMENTARY SCHOOL
OF LAUREL, MONTANA

Mr. John F. Staehle, Advisor
School of Education
Montana State University

Elmon Wruck
(Professional Paper)

INTERVIEW QUESTIONNAIRE

FOR

A COMPARATIVE STUDY OF TEN MONTANA SCHOOLS HOT
LUNCH PRACTICES WITH RECOMMENDATIONS FOR ESTABLISHING
A PROGRAM IN THE EAST ELEMENTARY SCHOOL OF
LAUREL, MONTANA

Name: _____

Official Position: _____

Address: _____

PART I

1. What kind of program is your school operating and how
many are served each day? _____

Is it subsidized by the Federal government? _____

Is a Class A menu served with milk? _____

Is a Class A menu served without milk? _____

Is a Class B menu served? _____

Is a Class C menu served? _____

Are the lunches served in a cafeteria or a multi-
purpose room? _____

Is one prescribed menu served and quantities
restricted? _____

Does your program make use of government surpluses? _____

Does your program include all children? _____

Evaluation and comments:

PART II

1. What facilities do you have to carry out your hot lunch program? _____
Do you use electric stoves? _____
Do you use gas stoves? _____
Do you have a two section heavy duty stove with oven? ____
Do you have a domestic size with one section heavy duty, with oven? _____
Do you have a 60 cubic foot plus milk storage? _____
Do you have a milk walk in box 6' x 6'? _____
Do you use commercial refrigerators? _____
Evaluation and comments:

2. Which of the following items of equipment do you use? ____
Steam cooker _____
Steam jacket-kettle _____
Ice-cream cabinet _____
Frozen food cabinet or deep-freeze _____
Mixer _____
Peeler _____
Meat slicer _____
Food cutter _____
Evaluation and comments:

PART III

1. What type of serving facilities are you using? _____
Counter _____
Tray rail _____
Family style _____
Evaluation and comments:

PART IV

1. What methods do you have for garbage disposal? _____
Daily pick-up _____
Garbage disposal units _____
Evaluation and comments:

PART V

1. What type of dining facilities do you have? _____
Are the tables and chairs such that they permit the pupil to be seated comfortably? _____
Are the tables and chairs such that they permit the pupil to practice desirable behavior? _____
Evaluation and comments:

PART VI

1. What type of organization and supervision do you have? _____
Is the dining unit completely separated from the kitchen? _____
Are the entrance and exit so located that there is no interference with the line being served? _____
Do you use a staggered lunch hour? _____
Do you require teachers to eat with pupils? _____
Evaluation and comments:

PART VII

1. What type of floor coverings have proved satisfactory? _____
For the kitchen areas _____
Quarry tile _____
Terrazzo _____
Grease resistant asphalt tile _____
For the dining area _____

Asphalt tile _____

Linoleum _____

Rubber tile _____

Hard wood _____

Evaluation and comments:

PART VIII

1. What income and disbursements do you have? _____

Pupils Class A with milk _____

Pupils Class A without milk _____

Pupils Class B _____

Pupils Class C _____

Adults Class A _____

Adults Class B _____

Adults Class C _____

2. What aid do you receive? _____

Federal Cash _____

Commodities _____

State Aid _____

Local _____

Evaluation and comments:

PART IX

1. What salaries do you pay employees? _____

Supervisor _____

Cooks _____

Helpers _____

Evaluation and comments:

PART X

1. What procedures do you use for families unable to pay _____
Organization that contributes _____
Individual donations _____
Administration absorbs the cost _____
Evaluation and comments:

PART XI

1. Do you feel your program is operating efficiently? _____
2. Why do you feel your program is successful? _____
3. What discipline problems have you had? _____
4. Do you have any recommendations for the betterment of your program? _____

APPENDIX B

FORMS USED FOR INSTITUTING AND REPORTING
THE HOT LUNCH PROGRAM

STATE OF MONTANA
DEPARTMENT OF PUBLIC INSTRUCTION
Helena, Montana

NATIONAL SCHOOL LUNCH PROGRAM APPLICATION

- _____ Agreement No. _____
1. School Dist. No. _____ Address _____ County _____
2. _____
(Name of Board Chairman) (Name of Sup't or Principal 1953-54 year)
-
3. Estimated number of meals served to children daily:
Type A with milk _____ Type A without milk _____
4. Estimated number to be served free daily _____.
5. Charge per meal to children: Type A with milk _____¢ without _____¢
6. Probable day program will start _____ 1953 Close _____ 1954
7. Has provision been made in the budget to support the program from District funds in event the program is not self-supporting? Yes _____ No _____
8. Are budgets properly prepared to permit acceptance and disbursement of both Federal funds and money from local lunch sales by the County Treasurer? Yes _____ No _____
9. Will all funds derived from program operation be deposited with the County Treasurer in a "School Lunch Fund" and withdrawn only to pay incurred School Lunch obligations? Yes _____ No _____
10. Is pasteurized milk available in your area? Yes _____ No _____

Any assistance given to schools under the National School Lunch Act will be based upon the number of lunches served, the amount spent for food and the schools need for assistance in operating an adequate program. As funds for the program are limited they must be expended on the basis of greatest need.

I (We) certify that the school indicated is a public school of high school grade or under, that the school will maintain, or cause to be maintained, full and accurate records of all operations under the School Lunch Program.

Name of School _____ District No. _____

(Signature of Sup't)

(Signature of Board Chairman)

Approved by State Department of Public Instruction

At _____ cents for Type A with milk and _____ cents without milk.

Date _____, 1953

By _____
State Superintendent

S C H O O L L U N C H P R O G R A M
A G R E E M E N T

Montana State Department
of Public Instruction

STATE OF MONTANA
DEPARTMENT OF PUBLIC INSTRUCTION
HELENA, MONTANA

Agreement No. _____

SCHOOL LUNCH AGREEMENT BETWEEN THE STATE DEPARTMENT OF PUBLIC INSTRUCTION
AND THE TRUSTEES OF THE SCHOOL DISTRICT OR THE COUNTY HIGH SCHOOL BOARD

Fill out and mail to Mary M. Condon, State Superintendent of Public Instruction, Helena, Montana.

1. In order to effectuate the purposes of the National School Lunch Act (Public Law 396, 79th Congress, approved June 4, 1946) hereinafter referred to as the "Act," and to carry out the terms and conditions of an agreement made between the United States Department of Agriculture, hereinafter referred to as the "Department," and the State Agency (as such term is used herein), this agreement, made and entered into this _____ day of _____, 19____, by and between the STATE DEPARTMENT OF PUBLIC INSTRUCTION, of the State of Montana, hereinafter referred to as the "State Agency," and SCHOOL DISTRICT NUMBER _____, whose address is _____, City of _____, State of Montana, hereinafter referred to as the "Sponsor:"

WITNESSETH:

That, in consideration of the covenants and agreements herein contained and for other good and valuable considerations, the parties hereto covenant and agree as follows:

THE STATE AGENCY AGREES THAT:

(Reimburse-) 2. The State Agency will reimburse the Sponsor on behalf of the
(ment for) schools listed in the attached Schedule A, or supplements thereto,
(food as-) for the cost of obtaining food assistance in connection with the
(sistance) school lunch program in any fiscal year during which this agreement is in effect. The amount of reimbursement on behalf of any school will not exceed an amount equal to the number of meals (not to exceed one meal per child per day), by type, served in such school multiplied by the rate prescribed by the State Agency (see Schedule A, or any supplements thereto) for the type of meal served, or the cost of obtaining food assistance, whichever is the lower. Reimbursement for any school will be made only for the types of lunches approved for such school in the aforesaid Schedule, or supplements thereto.

(Reimburse-) 3. The State Agency will reimburse the Sponsor on behalf of any
(ment for) school listed in the attached Schedule A, or supplements thereto, for
(nonfood as-) nonfood assistance procured in any fiscal year during which this
(sistance) agreement is in effect if an application for such assistance has been received from the Sponsor and approved by the State Agency, and provided Federal Funds are made available for that purpose.

(Program) 4. The State Agency from time to time will distribute material
(Material) pertaining to the school lunch programs directly to the schools listed in Schedule A, or supplements thereto, including a list, prepared by the Department, of foods which are in abundance, together with suggestions for the use of such foods. Copies of such material will be furnished to the Sponsor.

THE SPONSOR AGREES THAT:

- (Proper) 5. The Sponsor, being the authority having supervision and
(Authority) control over the operation of the school lunch programs in the
schools named in Schedule A, or supplements thereto, will supervise
the school lunch operations in such schools in such manner as will
insure compliance therein with the terms and conditions hereinafter
set forth.
- (Nutritional) 6. No deviation shall be made from the minimum nutritional re-
(Requirements) quirements established by the Department (as set forth on the attach-
ed copy of Schedule A) and in any changes thereto.
- (Offering) 7. Meals shall be offered to all children attending each school
(of Meals) named in said Schedule, and shall be served without cost or at re-
duced cost to all school children who are unable to pay the full
cost of the lunch.
- (No dis-) 8. No physical segregation or other discrimination against
(crimination) any child shall be made by the school because of his inability to
pay the full cost.
- (Nonprofit) 9. School lunch programs in such named schools shall be oper-
(Programs) ated on a nonprofit basis. All funds accruing from the operation of
the program in such schools shall be used only in reducing the price
of meals to paying children, in improving the quality of the meals,
and for the purchase and maintenance of supplies, services, and
equipment used in storing, preparing or serving meals to children,
or for travel within the State to authorized school lunch workshops.
- (Adequate) 10. Adequate facilities will be maintained for storing, pre-
(Facilities) paring, and serving food purchased for the school lunch programs
and food donated by the Department, and proper sanitation and health
standards conforming with all applicable laws and regulations must
be maintained in such schools.
- (Purchases) 11. All food, supplies, and equipment purchased in the opera-
tion of the school lunch programs pursuant to this agreement shall
be purchased at prices no higher than those generally prevailing in
the area for the same or similar items. Insofar as possible, pur-
chases shall be made of food which has been locally produced.
- (Foods in) 12. Foods which are designated by the Department, from time to
(Abundance) time, as being in abundance will be purchased in as large quantities
as may be efficiently utilized in the school lunch programs, and the
maximum consumption of such foods by children who are served lunches
will be encouraged.
- (Donations) 13. Donations of such agricultural commodities and other foods
as the Department may offer will be accepted if such commodities and
foods can be utilized in the school lunch programs and if transporta-
tion and handling facilities make such acceptance practicable.

(Reports and) 14. The Sponsor will submit to the State Agency monthly, on
(Claims) a form provided by the State Agency, a report of program operations for the previous month and claim for reimbursement. Such report shall include the following information: (a) the number of meals served, by type; (b) the number of meals, by type, served free or at less than the prevailing charge; (c) the number of days lunches were served; (d) expenditures for all foods; (e) expenditures for foods in abundance; (f) expenditures for personal services; (g) all other expenditures; (h) income from sale of lunches; (i) all other income; (j) cash value of donations, in kind; (k) amount of reimbursement from Federal Funds claimed from the State Agency.

(Application) 15. In the event that nonfood assistance is desired, the Sponsor
(for nonfood) will file an application for such assistance with the State Agency,
(assistance) specifying: (a) the items of equipment needed; (b) their respective prices; (c) the average number of meals served daily; (d) the total school lunch funds on hand; (e) the total amount of one month's operating expenses; (f) the amount of reimbursement requested in connection with such nonfood assistance. This paragraph null and void if no Federal Funds are made available.

(Records) 16. The Sponsor will maintain, or cause to be maintained, for each school listed in the attached Schedule A, or supplements thereto, full and accurate records of all operations pursuant to this agreement, which records shall include the following: (a) the number of meals, by type, served each day; (b) the number of meals, by type, served free or at reduced cost each day; (c) cash income from children's lunches; (d) cash income from adults' lunches; (e) all other cash income; (f) cash expenditures for all foods (which shall be in the form of invoices, receipts, or other evidence of purchase); (g) expenditures for foods in abundance; (h) cash expenditures for personal services; (i) other cash expenditures; (j) cash value of donated foods; (k) cash value of donated services; (l) cash value of all other donations.

(Accuracy) 17. The Sponsor assumes full responsibility for the accuracy
(of claims) of all claims for reimbursement submitted to the State Agency pursuant to this agreement, and will conduct such reviews of the operations, reports, and claims, in connection with the school lunch program, of schools listed in Schedule A, or supplements thereto, as it deems necessary. If, as a result of any irregularity in the operation of the school lunch program in any school, a disallowance is made in the claim of the Sponsor by the State Agency, the Sponsor will not take any action which will effect a penalty against any school in which the irregularity did not occur.

(Budget) 18. The Sponsor agrees to properly prepare the School Lunch
(Requirements) Budget, to permit the legal handling of funds accrued from Program operation, through the County Treasurer's Office, as required.

THE STATE AGENCY AND SPONSOR MUTUALLY AGREE THAT:

(Approval of) 19. The Sponsor will recommend the approval of applicant schools
(schools and) and maximum rates of reimbursement for the type of meals to be ser-
(reimburse-) ved in each school which it considers eligible. Such recommenda-
(ment rates) tions will be made on the basis of attendance and evidence of need,
as shown on an application form provided by the State Agency, and
upon the minimum nutritional requirements for each type of meal
established by the Department (see attached Schedule A) and any
changes made thereto. Final determination of eligibility of ap-
plicant schools and maximum reimbursement rates for types of meals
to be served in such schools, will be made by the State Agency.
Schedule A, and any supplements thereto, listing schools approved
by the State Agency under the terms of this agreement and the meal
types and maximum rates of reimbursement established by the State
Agency for such schools shall be made a part of this agreement.

(Change of) 20. No change to a greater rate of reimbursement for any school
(meal types) than the type or rate listed for such school in Schedule A shall be
made except by amendment, by the State Agency, of Schedule A.

(Change in) 21. The State Agency will promptly notify the Sponsor of any
(nutritional) change in the types of meals that may be served in schools or the
(requirements) minimum nutritional requirements of such types as prescribed by the
Department. (As not prescribed, such types and requirements appear
on the attached copy of Schedule A.)

(Adjustments) 22. The State Agency may make adjustments in rates of reim-
(for matching) bursement for food assistance and in amounts of reimbursement for
(purposes) nonfood assistance in order to comply with the matching require-
ments of the Act, and of the agreement mentioned in Paragraph 1,
hereof, between the State Agency and the Department. Notice of any
such adjustments to be so made will be given in writing by the State
Agency to the Sponsor as far in advance of the effective date thereof
as practicable.

(Audit) 23. The Sponsor will make available to the State Agency and to
the Department for examination and audit, at any reasonable time
and place, all accounts and records of the Sponsor, or of any school
listed in the attached Schedule A, or supplements thereto, pertain-
ing to the operation of the program.

(Definition) 24. For the purposes of this agreement, the following terms shall
be construed to mean, respectively:

(a) Food Assistance - Agricultural commodities and other
foods for consumption by children in the school lunch program.

(b) Nonfood Assistance - Equipment used on premises of
schools named in Schedule A, or supplements thereto, in storing,
preparing or serving food for school children.

(c) Cost of Obtaining Food Assistance - The purchase price
of food assistance, plus the cost of processing, distributing,
transporting, storing, or handling thereof.

(d) School - A school of high school grade or under.

(e) Fiscal Year - A period of twelve calendar months beginning with July 1st of any calendar year, and ending with June 30th of the following calendar year.

(Termination) 25. This agreement shall become effective as of the date named in Paragraph 1 hereof, and shall remain in effect until terminated or cancelled as provided herein. This agreement may be terminated upon ten (10) days written notice on the part of either party hereto; provided, however, that the State Agency may cancel this agreement immediately upon receipt of evidence that the terms and conditions of their agreement have not been fully complied with by the Sponsor.

(Amendment) 26. The terms of this agreement shall not be modified or changed in any way other than by the consent in writing of both parties hereto.

(Termination) 27. By the signing of this Agreement any existing School Lunch
(of other) Agreement by and between the Parties listed in Paragraph 1, shall be
(Agreements) null and void.

IN WITNESS WHEREOF, the parties have executed this agreement on the date named in Paragraph 1, hereof.

(Sponsor) (County)

By _____
(Authorized Representative) (Title)

STATE DEPARTMENT OF PUBLIC INSTRUCTION

By _____
(State Superintendent of Public Instruction)

"SCHEDULE A"

[illegible]

.....

The minimum nutritional requirements for Type A Lunch are set forth below. Please bear in mind that these are minimum requirements, as contained in Federal regulations.

- Type A is a complete lunch, hot or cold, providing 1/3 to 1/2 of one day's nutritive requirements, and must contain at least:
 - (a) One-half pint of whole milk, (which meets the minimum butterfat and sanitation requirements of State and Local Laws) as a beverage.
 - (b) Two ounces of fresh or processed meat, poultry meat, cooked or canned fish or cheese, or 1/2 cup cooked dry peas, beans or soybeans, or four tablespoons of peanut butter, or one egg.
 - (c) Six ounces (3/4 cup) of raw, cooked or canned vegetables or fruit.
 - (d) One portion of bread, muffins, or other hot bread made with whole-grain cereal or enriched flour.
 - (e) Two teaspoons of butter or fortified margarine.

S C H O O L L U N C H
C O M M O D I T Y
A G R E E M E N T

Montana State Department
of Public Instruction

MONTANA STATE DEPARTMENT OF PUBLIC INSTRUCTION

HELENA, MONTANA

An Agreement between the State Department of Public Instruction, acting as Distributing Agency, and School Lunch Sponsors, acting as Recipient Agency, for Commodities donated by the United States Department of Agriculture.

The Sponsor is operating a non-profit school lunch program and is serving _____ persons of high school grade or under daily. There are _____ children enrolled in the school.

The Sponsor is operating a Type A Program under the National School Lunch Program, and has a school lunch agreement with the State Department of Public Instruction. Yes _____ No _____

SCHOOLS NOT IN NATIONAL SCHOOL LUNCH INDEMNITY PROGRAM

Only schools which do not have an agreement to operate a lunch program under the National School Lunch Reimbursed Program will submit information in this section. This School conducts one of the following type programs. (Check one).

- () Hot lunch prepared and served each day.
() No cooking facilities installed, but will use fresh fruit, juices, etc.

The Recipient Agency hereby agrees to the following terms and conditions:

1. Commodities will be requested and accepted only in such quantities as can and will be fully utilized, but not to exceed the rates established by the United States Department of Agriculture.
2. Commodities received under this agreement will be used solely for the benefit of those persons served or assisted by the Recipient Agency, and will not be otherwise disposed of without prior written approval of the Distributing Agency. Under no circumstances will USDA Commodities be sold or traded. Such commodities will be used in addition to, and not in substitution for, commodities normally purchased, and expenditures for food will not be reduced because of receipt of such donated commodities. (The preceding sentence does not apply to commodities distributed under the terms of Section 6 of the National School Lunch Act.)
3. Facilities for the proper handling and storing of commodities requested and accepted will be provided. The State Department of Public Instruction and the United States Department of Agriculture are authorized to inspect at any reasonable time the commodities in storage, or the facilities or warehouses used in the handling and storage of USDA Commodities.
4. These foods will be served in a common dining room, wherever possible, and there will be no distinction or segregation whatever between paying and non-paying persons in the meals served, nor the manner of serving.
5. Containers received with the commodities donated by the U. S. Department of Agriculture will be used in accordance with instructions prescribed by the State Department of Public Instruction.

6. Books and records pertaining to the receipt and use of commodities will be kept, for a period of not less than three years, and reports furnished to the State Department of Public Instruction as required. As a minimum, these books and records will contain the following; (a) a record of all commodities received including date and quantity; (b) an inventory record of donated commodities on hand at the end of each month; (c) a record of container use and an accounting of all funds derived from sale of empty containers; and (d) a daily record of lunches served to children. The State Department of Public Instruction and the U. S. Department of Agriculture are authorized to inspect such books and records to insure compliance with the above conditions.
7. The Recipient Agency agrees to promptly pay it's proportionate share of the handling and reshipping costs incurred in administration and distribution of USDA Commodities at Helena, Montana, when billed periodically by the School Lunch Division of the State Department of Public Instruction.
8. Either Agency may terminate this Agreement by giving thirty (30) days notice in writing to the other party. The Distributing Agency may cancel this Agreement immediately upon receipt of evidence that the terms and conditions thereof have not fully been complied with. Subject to such notice of termination or cancellation of the agreement, the Recipient Agency agrees to comply with the instructions of the Distributing Agency concerning the disposition of remaining USDA Commodities on hand.

<hr style="border-top: 1px solid black;"/> <div style="text-align: center;">(Name of Recipient Agency)</div>	<div style="text-align: right;"><u>Montana</u></div> <hr style="border-top: 1px solid black;"/> <div style="text-align: center;">(Address of Recipient Agency)</div>
<hr style="border-top: 1px solid black;"/> <div style="text-align: center;">(Signature of Authorized Representative)</div>	<hr style="border-top: 1px solid black;"/> <div style="text-align: center;">(Title)</div>

Approved and Certified. This Agreement is on a continuing basis with no fixed termination date.

<hr style="border-top: 1px solid black;"/> <div style="text-align: center;">STATE DEPARTMENT OF PUBLIC INSTRUCTION</div>	<hr style="border-top: 1px solid black;"/> <div style="text-align: center;">HELENA, MONTANA</div>
<hr style="border-top: 1px solid black;"/> <div style="text-align: center;">(Signature of Authorized Representative)</div>	<div style="text-align: center;">State Supt. of Public Instruction</div> <hr style="border-top: 1px solid black;"/> <div style="text-align: center;">(Title)</div>

INSTRUCTIONS FOR KEEPING DAILY RECORD FORMS

It is not mandatory that you use these forms, if you have forms of your own that carry the same information. On the enclosed we have eliminated everything not necessary for completing your claim. While these forms, if properly kept will give you sufficient information to complete your monthly claim, you must also keep supporting documents such as invoices, sales slips, bills of lading and freight bills (for USDA Commodities) records of donated goods and services and records of all cash income.

The enclosed forms, if not removed from the folder, will serve as a permanent record of your years operation.

Instructions - Page 1

Heading: Self Explanatory.

Columns 1 & 2: Show the total number of meals served to children on the day of the month indicated, by type, (A with or without milk). Include in this figure "free meals" served.

Columns 3 & 4: Show daily, by type, the number of meals served to adults. Do not include this count with the count of meals served children.

Columns 5 & 6: Show daily, the number of meals served free to children. Meals shown in this column should have been included in figures for "Number of Children Served."

Column 7: Indicate the total number of half pints of milk purchased, and served as a beverage on the day indicated. Do not show milk purchased for cooking purposes.

NOTE: YOUR MILK PURCHASES OF HALF-PINTS SHOULD EQUAL OR EXCEED THE NUMBER OF MEALS SERVED WITH MILK FOR BOTH ADULTS AND CHILDREN. For example, if you are claiming for 2500 Type A meals with milk served to children, and you also have served 100 adult meals with milk, then your monthly milk purchases should be at least equal to 2600 half-pints. This is important, as where milk purchases shown on the monthly claim, do not equal or exceed the number of lunches served to children with milk, plus adult meals with milk, a deduction will be made at the rate of 1¢ per half-pint.

Instructions - Page 2

Column 1: Show the actual daily cash income from the sale of lunches to the children.

Column 2: This column should show the income from the sale of lunches to any adults, and all other cash income that is received. This might include cash donations, money received from Tribal Councils for those schools with Indian Children. All income shown in this column will be reported as "Other Cash Income" on your monthly claim.

Column 3: Show expenditures for food only. The term food includes milk.

Column 4: List expenditures for labor, if made on a daily basis. If paid on a monthly basis, show it only on the last day of the calendar month program operated. Where labor is paid from District Funds, and not from School Lunch Funds in the County Treasurers', such labor costs must be shown under Column 7.

Column 5: Show such "Other Expenditures" as soap, supplies, equipment, etc.

Column 6: Indicate "Fair Value" of any donated foods, services, etc., received.

Column 7: Show the amount of any funds expended from the general fund for the School Lunch Program. Designate with letters the type of expenditure. F for food, L for Labor and O for other and miscellaneous.

Column 8, 9, 10, 11 and 12: Show the amount spent for abundant foods. You should enter the names of the abundant foods for the month from the list which will be sent you each month.

Month _____, 19____

DAILY FISCAL RECORD

	Cash Income From			Exp. From Lunch Funds for			Donations	General	Abundant Foods Purchased					
	Adults							Fund						
Date	Pupils	or Other	Food	Labor	Other			Expend.						
	Income													
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)		
1.														
2.														
3.														
4.														
5.														
6.														
7.														
8.														
9.														
10.														
11.														
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20.														
21.														
22.														
23.														
24.														
25.														
26.														
27.														
28.														
29.														
30.														
31.														
TOTAL:														

Month _____, 195__

DAILY RECORD OF MEALS SERVED

School _____

Date:	T Y P E "A" L U N C H						NUMBER OF HALF PINTS MILK SERVED
	NUMBER OF CHILDREN SERVED		NUMBER OF ADULTS SERVED		NUMBER OF CHILDREN SERVED FREE		
	With Milk	Without Milk	With Milk	Without Milk	With Milk	Without Milk	
1.	:	:	:	:	:	:	:
2.	:	:	:	:	:	:	:
3.	:	:	:	:	:	:	:
4.	:	:	:	:	:	:	:
5.	:	:	:	:	:	:	:
6.	:	:	:	:	:	:	:
7.	:	:	:	:	:	:	:
8.	:	:	:	:	:	:	:
9.	:	:	:	:	:	:	:
10.	:	:	:	:	:	:	:
11.	:	:	:	:	:	:	:
12.	:	:	:	:	:	:	:
13.	:	:	:	:	:	:	:
14.	:	:	:	:	:	:	:
15.	:	:	:	:	:	:	:
16.	:	:	:	:	:	:	:
17.	:	:	:	:	:	:	:
18.	:	:	:	:	:	:	:
19.	:	:	:	:	:	:	:
20.	:	:	:	:	:	:	:
21.-:	:	:	:	:	:	:	:
22.	:	:	:	:	:	:	:
23.	:	:	:	:	:	:	:
24.	:	:	:	:	:	:	:
25.	:	:	:	:	:	:	:
26.	:	:	:	:	:	:	:
27.	:	:	:	:	:	:	:
28.	:	:	:	:	:	:	:
29.	:	:	:	:	:	:	:
30.	:	:	:	:	:	:	:
31.	:	:	:	:	:	:	:
TOTAL:	:	:	:	:	:	:	:

GRADE

TEACHER

HOT LUNCH RECORD

DATE

CASH RECEIVED FOR EXTRA MILK

PUPILS FULL NAME:	G C	T C	F R E E	Meals per Day						Total Number Meals	Cash per Day						Cash for Week	Bal. Brot Fwd.	Total Cash	Cash Meals Eaten	Balance to Forward
				M	T	W	TH	F			Mon	Tue	Wed	Thur	Fri						
1.																					
2.																					
3.																					
4.																					
5.																					
6.																					
7.																					
8.																					
9.																					
10.																					
11.																					
12.																					
13.																					
14.																					
15.																					
16.																					
17.																					
18.																					
19.																					
20.																					
21.																					
22.																					
23.																					

STATE OF MONTANA
DEPARTMENT OF PUBLIC INSTRUCTION
 HELENA, MONTANA, DR.
NATIONAL SCHOOL LUNCH PROGRAM

MSL Agreement No. _____

Calendar Month of _____

1. Name of School _____	Address of School Town _____ County _____
2. Dist. No. of School _____	Mailing Address of District Town _____ County _____

Cash Income	Expenditure for Program
3. Payment for Lunches \$.....	8. Expenditure for Food \$.....
4. MSL Claim \$.....	9. Expenditure for Labor \$.....
5. Lunch Pay. for Ward Indians \$.....	10. All Other Expenditure \$.....
6. All Other Cash Income \$.....	11. Total Expenditure \$.....
7. Total Cash Income \$.....	12. No. 1/2-pt. Milk Purchased for Beverage

13. Amounts paid from other than School Funds (i. e. Gen. Fund etc.) \$.....

14. Estimated value of donated goods and services (exclusive of USDA Foods) \$.....

15. Cost of Abundant Foods purchased during the month \$.....

16. No. of Days Lunches served 17. Average daily Participation (meals divided by days)

Number of Lunches Served to Children

Lunch Type	Total No. Served (Col. No. 1)	Max. Reimb. Rate Per Meal (Col. No. 2)	Max. Reimb. Col. 1 x 2 (Col. No. 3)	No. Served Free (Col. No. 4)	Adult Meals (Col. No. 5)
18. Type A					
19. Type A (without milk)					

I (We) certify that the above information is true and correct; That the above number of meals were prepared and served in accordance with the terms of the Agreement; That the operation of the program was in accordance with the Agreement; That the Claim is correct and just and that payment has not been received; and the invoices and other pertinent records as required by the Agreement are on file to substantiate this Claim. I also transfer, set over and assign all my right, title and interest in this claim to the Treasurer of the County shown above.

20. Program Supervisor Sponsoring Dist. No.

Date 21. By

Title Date.....

STATE OF MONTANA

County of

being first duly sworn, deposes and sayshe is the named
 in the within account for \$..... against the State Department of Public Instruction at Helena, Montana;
 that has read the same and knows the contents thereof; that the same is true of own
 knowledge and that the said account is just and wholly unpaid.

(22.)

Subscribed and sworn to before me this day of, 195.....

(23.)

PAYEE MUST NOT USE SPACE BELOW THIS LINE

Claim audited and found
 Correct in Amount of - - - - \$.....
 Date 195....
 (Auditor)

25. Ending Balance from previous month - - - - - \$ _____
 (Line 29 last months claim)
 26. Total cash income this month - - - - - \$ _____
 (Line 7 of this Claim)
 27. Total - - - - - \$ _____

 28. Total expenditures paid or obligated for
 month covered - - - - - \$ _____
 (Line 11 of this Claim)
 29. Balance in School Lunch Account - - - - - \$ _____
 (Line 27 minus line 28) - - - - - \$ _____

NOTE: Show line 29 balance in red if it is a deficite
 figure.

This form is last years but as we are out of this years
 forms this is offered as a substitute.

APPENDIX C

FORMS USED BY SCHOOLS IN ACCOUNTING PRACTICES
OF HOT LUNCH PROGRAMS IN MONTANA

WEEKLY LUNCH SUMMARY

MEALS	CASH
Teacher: _____	Date: _____
Government Contract _____	Balance Brought Forward _____
Tribal Contract _____	Cash Received _____
Free Meals _____	Total: _____
Regular _____	Meals Eaten _____
Total: _____	Balance to Forward _____

WEEKLY LUNCH SUMMARY

MEALS	CASH
Teacher: _____	Date: _____
Government Contract _____	Balance Brought Forward _____
Tribal Contact _____	Cash Received _____
Free Meals _____	Total: _____
Regular _____	Meals Eaten _____
Total: _____	Balance to Forward _____

WEEKLY LUNCH SUMMARY

MEALS	CASH
Teacher: _____	Date: _____
Government Contract _____	Balance Brought Forward _____
Tribal Contract _____	Cash Received _____
Free Meals _____	Total: _____
Regular _____	Meals Eaten _____
Total: _____	Balance to Forward _____

Monthly Lunch Report
Lincoln-Linderman Buildings

Month _____

Date	Govt. Contract	Tribal Contract	Free	Cash Customer	Teacher Milk	Extra Milk Children	Cash Received
Totals							